

Program Data Sheet

Name of Event: Friendship tote basket			Pilot Program
			Revised program
		x	Repeat Program
Date: 8 Sep 2005	Day of Week: Thursday	Time: 1800-2200	
Location: Frame & Craft	Information Phone #: 788-2729	Price: \$35	
Program Coordinator: Arlene P. Wallace			
Phone #: 788-2728	Fax #: 788-3786	e-mail Address: wallacea@Monroe.army.mil	
Purpose of the Event: To promote the art of basket weaving			
Indicator/Measure of Success: satisfied customers			
After Action Report (AAR) Comments from Prior Event(s):			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Casemate/ ezine	Publicity				
In house	Equipment				
In house	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
In house	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis

Sales:	\$455	Labor is 4 hours for manager to teach class and 1 hour naf labor to cut up spokes. Cog is the actual cost of supplies
COGS:	\$125	
Other Revenues:	\$95	
Labor:	\$80	
Other Expenses:		
NIBD:	\$345	

Program Analysis

Attendance: 13	
Indicator/Measure of Success: Students keep coming back	
Elements to Change: none	
Elements to Eliminate:	
Elements to Add:	
Other Comments: Next class is 13 October and we have 8 students signed up to date. Class will fill before class time.	